

PLANNING BOARD MINUTES

October 8, 2025

The pre-meeting of the Planning Board was called to order by Vice Chairman Mr. Michael Pantalone at 6:00 PM in the Second Floor Caucus Room of City Hall.

Members Present:

Jeffrey Di Matteo
Douglas Menz
Michael Pantalone
Sandy Velez
Nilsa Rosario
Elizabeth Arthur
David Manders

Also present were:

Amanda Moscatello, Alternate Planning Board Solicitor
Yasmin Perez, Planning Board Secretary
Kathleen Hicks, Supervising Planner
Ryan Headley, Planning Board Planner/Engineer
Elizabeth Jambor, Assistant Planner

PRE-MEETING

True North Territory– located on northeastern corner of the intersection of Landis Avenue and Delsea Drive, Block 2802, Lots 20, 21 and 22, Tax Map Sheet #28, Project No. PBA-25-00029. Amendment to Resolution #6725.

Mr. Headley explained that the True North Church previously received site plan approval. As part of that approval, the applicant was granted access to the adjacent property to the east, with three vehicular connections- one located in front of the building and two at the rear. These connections extend across two separate lots. A condition of approval required that the applicant record cross-access easements prior to the issuance of construction permits. However, after approval, the applicant realized that these cross-access easements had not yet been secured as previously believed. The applicant is now requesting that this requirement be deferred from permit clearance to Temporary Certificate of Occupancy (TCO) clearance. This change would allow construction to proceed while the applicant finalizes the necessary easement agreements. Planning staff have no objection to the request. Similar accommodations have been made in the past for projects awaiting NJDOT approvals and other external authorizations.

BDGS - RLS 2020 Expansion - located on the westerly side of Freddy Lane, Block 604, Lot 3.1, Tax Map Sheet #6, Project 20-00087. Extension request for Resolution # 6431.

Mr. Headley explained that the request is for an extension of final approval for a property located within the industrial area. The applicant requested an extension through February 10, 2026, citing delays associated with COVID-19 impacts. Mr. Headley explained that some site work has begun, but the applicant is still in the process of completing the project. This is the first extension request submitted for the property. He noted a discrepancy in the applicant's documentation, one page referenced February 10, 2027, while another referenced February 10, 2026. Upon review, it was determined that February 10, 2026, is the correct date. The project originally received approval on February 10, 2021, and under the Municipal Land Use Law, an applicant is entitled to two years of initial protection followed by three one-year extensions, for a total of five years. Therefore, the February 2026 date represents the maximum allowable extension period.

FLAG SALUTE

Public notice pursuant to the Open Public Meetings Act was given on December 17, 2024, by posting written notice on the Official Bulletin Board in City Hall, and mailing written notices to the Daily Journal, City Clerk, and the Board members.

MINUTES

Approval of minutes from the September 10, 2025, board meeting.
The Chairman made a motion to approve the minutes.

Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Michael Pantalone: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes

Elizabeth Arthur: Yes
David Manders: Yes

RESOLUTIONS

Approval of resolutions from the September 10, 2025, board meeting.
The Chairman made a motion to approve the resolution.

Resolution #6727

Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Michael Pantalone: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Elizabeth Arthur: Yes
David Manders: Yes

Resolution #6728

Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Michael Pantalone: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Elizabeth Arthur: Yes
David Manders: Yes

Resolution #6729

Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Michael Pantalone: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Elizabeth Arthur: Yes
David Manders: Yes

SPECIAL BUSINESS

True North Territory– located on northeastern corner of the intersection of Landis Avenue and Delsea Drive, Block 2802, Lots 20, 21 and 22, Tax Map Sheet #28, Project No. PBA-25-00029. Amendment to Resolution #6725.

Mr. Headley explained that the request is from True North Church, which received site plan approval approximately three months ago. A condition of that approval required the applicant to provide proof of recorded cross-access easements prior to the Planning Division granting clearance for building permits. The approved site plan includes three vehicular connections to two adjacent lots located to the east of the property. The applicant has requested that the timing of the easement requirement be modified, moving it from building permit clearance to Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) clearance, depending on when the site is ready for occupancy. This change would allow the applicant additional time to negotiate and finalize the easement agreements with the adjoining property owners. The applicant explained that they had initially believed the easements were already in place but later discovered that no recorded documents existed. Staff advised that if the applicant is unable to obtain the required cross-access easements, they would need to return to the Board for an amended site plan showing revised parking and circulation eliminating the cross-access connections. Staff also noted that the City's ordinance encourages shared access between adjacent commercial and institutional properties to improve circulation and safety, allowing vehicles to move between sites without re-entering the public right-of-way.

The Chairman entertained a motion to withdraw the application. Mr. Pantalone so moved, Ms. Velez seconded.

Roll Call:
Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Michael Pantalone: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Elizabeth Arthur: Yes
David Manders: Yes

BDGS - RLS 2020 Expansion - located on the westerly side of Freddy Lane, Block 604, Lot 3.1, Tax Map Sheet #6, Project 20-00087. Extension request for Resolution # 6431.

Mr. Headley explained that the original approval was granted on February 10, 2021, providing an initial two-year protection period through February 10, 2023. The applicant is now requesting the full three one-year extensions permitted under the Municipal Land Use Law (MLUL), which would extend the approval through February 10, 2026. It was noted that the applicant's written request mistakenly referenced February 10, 2027, which would exceed the statutory five-year limit; however, the correct date of February 10, 2026. The applicant must obtain building permits and commence construction prior to the expiration date in order to maintain their approval status. Should they fail to do so, the approval would expire under the City's sunset clause, consistent with MLUL provisions. In that event, the applicant would be required to reapply for site plan approval, and the project would need to comply with all current development standards, including updated stormwater management regulations, which have changed since the original 2021 approval. The board granted the extension request through February 10, 2026.

The Chairman entertained a motion to withdraw the application. Ms. Velez so moved, Mr. Menz seconded.

Roll Call:
Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

ADJOURNMENT

The Chairman entertained a motion to adjourn.

Roll call:

Roll Call:
Jeffrey Di Matteo: Yes
Douglas Menz: Yes
Michael Pantalone: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Elizabeth Arthur: Yes
David Manders: Yes

TIME: 6:41 PM

Respectfully submitted,

Yasmin Perez
Planning Board Secretary